



## **City of Manchester**

### ***Fire Department***

#### **Fire Prevention Bureau**

#### **Place of Assembly Guidelines -EXISTING**

The following regulations and practices shall be followed at all places of assemblies. These are by no means all inclusive and owners and or managers at these facilities must have a full understanding of all fire safety laws and regulations so as to make safe as possible their establishments for use by the general public:

- A place of assembly (50 or more persons) must have permit from the Manchester Fire Department.
- Any change in venue name, activity, operation, location, ownership or use shall require a new Place of Assembly permit from the Manchester Fire Department.

#### **Manchester Fire Department Place of Assembly permits are not transferable**

- Permits must be posted in a conspicuous place
- No overcrowding, the number of people must not exceed the number on the

#### **Manchester Fire Department Requirements**

- Flammable certificate permits are required from the Manchester Fire Department for all decorations, furnishings and interior finishes whether permanent or temporary
- All means of egress including designated doors, windows, aisles, passageways, corridors, fire escapes and stairways which are part of the way of exit travel to a public way shall be kept unobstructed either by persons or things and shall be ready for use while such buildings are occupied
- Means of egress shall be lighted at night while the building is occupied
- Doors shall swing in the direction of travel out of the place of assembly
- Furniture shall be arranged in accordance with the approved occupant/egress plans
- No open flames of any type.
- Emergency lights must be tested monthly by staff
- A current sprinkler and alarm report must be on site and submitted to the Manchester Fire Prevention Bureau. The system must be inspected annually.
- An evacuation / safety plan *shall* be on site and staff must be trained regularly
- Fire extinguishers *shall* be inspected annually
- Ansul systems *shall* be tested every 6 months
- Kitchen hoods are to be cleaned and inspected semi-annually or as per order of Manchester Fire Prevention Bureau.
- Certified crowd managers are required where occupant load exceeds 250 occupants (shall not apply to assembly occupancy's used for worship). Documentation must be on site and submitted to the Manchester Fire Prevention Bureau.

- Any special activity or event beyond the approved layout must be approved by the Manchester Fire Prevention Bureau prior to the event. (see special event bulletin)
- Upon successful final inspection, and payment of the \$100.00 annual fee, a “Place of Assembly Permit” will be issued.

Contact the Manchester Fire Department Bureau of Fire Prevention with any questions or guidance that maybe need in regards to operating an EXISTING PLACE OF ASSEMBLY.